

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 2 September 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of August, 1952.

Volume:

1. Requests for services processed during month of August
 - A. New Requests by memorandum or requisition 269
 - B. On hand prior to August 44
 - Total 313
 - C. Written orders placed with GSA 164
 - D. Number on hand no action as of 31 August 30 ✓
 - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 2

2. Funds obligated (This section submitted January, April, July or October)
 - A. Third Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,300
 2. Special Projects
 - a. Renovations (6615) \$128,319
 - b. Renovations (Other) 4,361
 - Total \$132,680
 3. Protective Services (GSA Guards)
 - a. 159 reimbursable posts 90,197
 - b. 34 non-reimbursable posts
 4. Laborers and Trucks (From GSA) 5,333
 - Total Funds Obligated \$ 95,530

3. Sums paid to GSA during August against orders encumbered in second quarter.
 1. Alterations and Installations \$41,772.68
 2. Guards 82,319.68
 3. Laborers and Trucks 15,475.43
 - \$139,567.79

4. Work Load Status
 - A. Number of Requests on which orders have been placed but work has not been completed.

30 days old	126
60 days old	80
90 days old	3477 ✓
120 days old	<u>3741</u> ✓
Total	224

266 8 10 50 AM '52
 RECEIVED

-2-

B. Orders submitted to GSA non-reimbursable

In writing	10
Verbal	<u>425</u>
	435

C. Inter-office memorandums	41
Inter-agency letters	7

D. Space moves during Aug.	17
Total personnel moved	242
Man hours by GSA Laborers	2724
Estimated cost	\$4766

25X1A9a



Attachments